

FUNCTIONS OF THE PERSONNEL AND TRAINING BRANCH
ADMINISTRATIVE STAFF, OFFICE OF LOGISTICS
8 AUGUST 1955

I. GENERAL STATEMENT OF FUNCTIONS

The Personnel and Training Branch is responsible for the administration of a personnel and training program designed to:

- (1) Insure the acquirement of qualified personnel
- (2) Plan the utilization and development of Logistics Career Designees, including their training, assignment, rotation and advancement
- (3) Insure the existance of a work environment designed to motivate personnel towards rendering a maximum service to the Agency and the Office of Logistics
- (4) Develop Logistics Career Designees to the fullest extent necessary to meet present and anticipated personnel needs of the Agency and the Office of Logistics and to encourage their long-term service with the Agency
- (5) In collaboration with the Office of Personnel, eliminate from Office of Logistics or the Agency personnel who fail to perform in an effective manner
- (6) Provide a training program for Office of Logistics personnel, as well as personnel from other segments of the Agency(e.g. DD/P) who are in need of training in Logistics.

II. PERSONNEL FUNCTIONS IN DETAIL

1. GENERAL PERSONNEL ADMINISTRATION

- a. Provide technical advice and assistance to top officials, line supervisors and employees of the Office of Logistics on all matters relating to personnel administration.
- b. Promote an understanding and appreciation in top officials, line supervisors, and employees of their responsibilities for accomplishing an adequate personnel program. Keeps them informed of personnel program objectives, regulatory requirements, and procedural methods and practices. Solicit and encourage participation of top officials, line supervisors and employees in the conduct of an effective personnel management program.
- c. Develop or insure that channels of communication are established whereby top officials, line supervisors and employees are kept informed of personnel policies affecting them.
- d. Participate with key officials in operational planning for the purpose of providing guidance and advice with respect to the effect of proposed organizational or program changes in terms of recruitment, internal placement,

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inter-and-intra office rotation, table of organization, reduction-in-force, employee morale, and other similar or related problems.

- e. Provide technical advice and assistance to the Logistics Career Service Board, as well as provides the Board with such secretariat services as it requires.
- f. Prepare estimates and justification involving budget, personnel, space, equipment, etc., for the Personnel and Training Branch..

2. PERSONNEL PLANNING, REGULATIONS DEVELOPMENT, STATISTICAL REPORTING, INSPECTION AND REVIEW

- a. As requested, review and comment on drafts of new or revised policies, regulations or procedures; or special reports or staff studies relating to personnel management prepared by the Office of Personnel or other components of the Agency.
- b. Develop internal Logistics Office personnel policies, practices and procedures designed to meet the over-all requirements of the Office of Personnel as well as the internal needs and requirements of the Logistics Office.
- c. Prepare recurring and special narrative and statistical reports relating to personnel administration within the Logistics Office as may be required.
- d. As required by the Office of Personnel, provide information or assistance with respect to the Office of Personnel's manpower planning program.
- e. On a continuing basis measure and evaluate the personnel program of Logistics Office in order to ascertain the adequacy of results being attained. As deemed necessary, recommend to the Office of Personnel the need for new or revised policies, practices and/or procedures; or take such action as may be required in order to accomplish a more adequate personnel program within the Office of Logistics in terms of revising internal Logistics Office personnel policies, practices and/or procedures.
- f. Maintain a liaison with Office of Personnel representatives conducting periodic inspections of the Office of Logistics personnel program and renders such assistance as might be required. In the aftermath of such inspections meet with representatives of the Office of Personnel in order, to discuss survey findings, conclusions, recommendations, and remedied action necessary to be taken.

3. EMPLOYEE PLACEMENT AND UTILIZATION

- a. Plan and direct the preparation and processing within Office of Logistics of personnel actions.
- b. Maintain a continuing liaison with line supervisors in order to ascertain plans for new or revised organizational structure, expansion or retrenchment of personnel, or other changes which would generate exceptional placement

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- or utilization problems; take such action as deemed necessary in order to minimize in advance problems which may be generated by such changes.
- c. Advise line supervisors on the feasibility of invoking disciplinary actions such as issuance of letters of reprimand, suspensions, or separation for cause.
- d. Determine employees who are to be declared surplus and refers such to the Office of Personnel for further action.
- e. As requested by Office of Personnel, participate in the administration of Reduction-in-Force projects where members of the Office of Logistics are involved.
- f. As directed by Director of Logistics, forwards to Office of Personnel requests for the employment of expert, consultants, contract agents and staff agents together with appropriate justification.
- g. Provide line supervisors with advice with respect to salary step-rates or wage rates to be inserted upon Requests for Personnel Actions.
- h. Plan and direct the preparation and processing within Logistics Office of Fitness Reports. Review Fitness Reports in order to detect problem situation; recommends appropriate action to obtain a more suitable placement of an employee; discuss problem cases with line supervisors and/or employee concerned for the purpose of reconciling any placement or utilization problems which may exist.
- i. Advise Office of Personnel of employees available for reassignment to other components of the Agency.
- j. Maintain liaison with Office of Personnel in order to arrange for or schedule follow-up interviews with employees. Maintain a constant survey of Logistics Office in order to assure that all employees are correctly slotted, correctly placed, that their knowledges, skills and abilities are being adequately utilized, and that duties and responsibilities assigned to them are current and accurate with respect to their official Position Description.
- k. Plan and conduct a rotation program designed to provide for the planned rotation of employees to and from field assignments, to and from DD/P assignments, or the intra office rotation of employees within the Office of Logistics.

4. CLASSIFICATION AND WAGE ADMINISTRATION

- a. Insure that current and accurate position descriptions are maintained at all times for Logistics Office positions. Provide line supervisors with advice and guidance in the preparation of position descriptions.
- b. Review unallocated position descriptions to insure that proposed position title, salary or wage schedule, and occupational code are in conformance with [REDACTED] and [REDACTED] that organizational structure reflected on the

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description conforms with approved officially within the Office of Logistics and that statement of duties and responsibilities has been prepared in an adequate manner.

- c. Review requests for the establishment or revision of Tables of Organization to determine that proposed position titles, salary or wage schedules, and occupational codes are in conformance with [REDACTED] and that organizational structure conforms to that approved by Office of Logistics. 25X1A
- d. Maintain a liaison with the Office of Personnel in order to facilitate the conduct of position analysis surveys or fact gathering interviews with line supervisors or employees.
- e. As requested by Office of Personnel, insures the review and coordination within Office of Logistics of new or revised sections of Position Standards and Qualification Standards, [REDACTED] and Occupational Handbook of Classification Titles and Codes, [REDACTED] 25X1A

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5. PERSONNEL RELATIONS, INSURANCE AND RELATED EMPLOYEE SERVICES

- a. Insure that Line supervisors and employees are aware of services available in the Office of Personnel.
- b. Encourage employees to avail themselves of services provided by the Office of Personnel with respect to obtaining, organizing or operating group recreational facilities, financial assistance, procuring or arranging for housing, discounts on purchases, educational opportunities, car pools, etc.
- c. Maintain a continuing surveillance of employee working conditions with respect to eating and rest room facilities, ventilation, lighting, heating, vending machines, bulletin boards, etc., in order to ascertain that adequate conditions exist. As may be deemed necessary, recommends appropriate action in order to obtain improved conditions to Director of Logistics, line supervisors concerned, or the Office of Personnel.
- d. Receives from the Office of Personnel notification of the receipt of complaints relative to bad debts incurred by employees. Arranges with line supervisors or employees concerned for them to consult with representatives of Office of Personnel or to initiate action deemed necessary in order to reconcile the complaint.
- e. In collaboration with Office of Personnel provides leadership in sponsoring or directing various types of campaigns or drives.
- f. Review recommendations received from line supervisors requesting that deserving employees or groups of employees receive an Efficiency or Superior Accomplishment Awards; recommends to Chief of Logistics action to be accorded such recommendations.

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- g. Receive requests for special leave involving advance annual or sick leave, leave without pay, court leave, military leave, or maternity leave; acts for Director of Logistics in recommending to Office of Personnel action to be accorded such requests.
- h. Meet with employees or line supervisors in order to receive or discuss complaints or grievances; where possible, takes action deemed necessary in order to resolve such; in especially acute situations, refers complaint or grievance to Office of Personnel for action. In addition, meets with employees or line supervisors in order to counsel them with respect to solving on-the-job or off-the-job problems which are affecting their work performance.
- i. Provide basic information to line supervisors or employees with respect to retirement or insurance benefits available to Agency employees, as well as rights or benefits due to them in instances of death or serious injury; in the instance of involved or complex inquiries, refers questions to Office of Personnel.

6. MILITARY PERSONNEL ADMINISTRATION

Work in close collaboration with Office of Personnel, Military Personnel Division in providing adequate military personnel administration to such military personnel who may be assigned to the Logistics Office.

7. MAINTENANCE OF FILES AND RECORDS

Is responsible for the establishment and maintenance of all files and records required by the Personnel and Training Branch including Employee Record Cards (OF-4b); files of Agency regulations, handbooks, notices and directives; suspense files as may be required; position description files; correspondence files, and such other files and records as may be required.

III. TRAINING FUNCTIONS IN DETAIL

1. DEVELOP AND ADMINISTER A TRAINING PROGRAM FOR OFFICE OF LOGISTICS

The Personnel and Training Branch develops, conducts and monitors the following phases of training for OL personnel, as well as personnel from other components of the Agency:

- (a) Logistics Support Course
- (b) Special Covert Training given [REDACTED]
- (c) Clerical and Secretarial training courses
- (d) Supervisory Training Course
- (e) Individual briefings
- (f) Special Orientation tours in Office of Logistics

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- (g) Special Indoctrination tours and interviews in Office of Logistics
- (h) Special on-the-job training programs
- (i) Special Training at training facilities located outside the Agency
- (j) Preparation and publication of special Training Bulletins

2. ADVISE AND COUNSEL LOGISTICS CAREER SERVICE DESIGNEES WITH RESPECT TO THEIR INDIVIDUAL NEEDS AND REQUIREMENTS

- a. Counsel Logistics Service Designees in order to assure that that they are kept adequately informed with respect to training which is available to them, as well as training which they should acquire in order to further develop them.
- b. Assist operating supervisors in selecting personnel to attend specialized training courses.
- c. Work closely with Supervisory Personnel of Office of Logistics in order to assist them in accomplishing their on-the-job training responsibilities.
- d. Review all Fitness Reports prepared on Office of Logistics personnel in order to obtain information regarding training needs and requirements.

3. MAINTAIN LIAISON BETWEEN OFFICE OF TRAINING AND OFFICE OF LOGISTICS

- a. Represent the Director of Logistics at DD/S Training meetings.
- b. Review, approve and expedite processing of requests for Agency Training; recommend scheduling of OL personnel for various training programs in accordance with Agency regulations; job requirements, and Career Service plans.
- c. Advise and recommend action to the Director of Logistics on individuals or quotas to be assigned to specified training programs.
- d. Consult with officials of OTR in matters relating to the development of training standards, methods and devices which require technical assistance, and the best utilization of OTR facilities for Logistics personnel.
- e. Keep OL officials informed on changes and developments in overall Agency training policy.
- f. Provide OTR with information relative to the accomplishment of training in logistical matters.
- g. Recommend to OTR, where appropriate, the need for new or revised training policies, methods or procedures in order to serve better the needs of Logistics personnel.
- h. Disseminate to Logistics Divisions and Staffs all pertinent information on OTR training programs, with appropriate recommendations as to how such programs can be best utilized.

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4. MISCELLANEOUS TRAINING FUNCTIONS

- a. Preside at monthly meetings of Office of Logistics Training Coordinators consisting of key personnel of operating divisions and staffs for the purpose of:
 - (a) Discussing training matters of common concern
 - (b) Disseminating information regarding both internal and OTR sponsored training programs
 - (c) Obtaining information from responsible officials on training needs of their specific division
- b. Make frequent visits [REDACTED] for the purpose of arranging for the conduct of courses; or to monitor courses in progress.
- c. Devlier lectures on Logistics operations in various administrative and operational courses offered by the Office of Training.
- d. On a continuing basis, measure and evaluate the Training Program of the Office of Logistics (see the above paragraphs) in order to ascertain the adequacy of final results being attained; take action as may be deemed necessary in order to effect improved results.

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